



CODE OF PRACTICE ON EQUAL OPPORTUNITIES MONITORING

1. Vision 21 Cyfle Cymru will ensure that records for all workers and applicants for work* are created and maintained in a form suitable for monitoring the implementation and progress of this code of practice. The information will be collected and used fairly, stored safely and not disclosed to anyone unlawfully.
2. Monitoring will involve:
 - a) the collection and classification of information about gender, ethnic origin, age, sexual orientation and different ability of all managers, workers and applicants for Management Committee membership and work.
 - b) The analysis by gender, ethnic origin age and disability of the distribution of workers, and the number and success rate of applicants for work over a period of time.
 - c) Recording recruitment and training records for all workers, the decisions reached and the reasons for the decisions.
3. The results of monitoring will be regularly reviewed to assess the effectiveness of the implementation of Vision 21 Cyfle Cymru Equal Opportunities Policy. If necessary, adjustments will be made to the policy to ensure that all workers and applicants for work are afforded equality of opportunity, and an analysis will be made of decisions about selection and training. In particular, the analysis will show whether there is evidence that particular groups:
 - a) do not apply for Management Committee membership or work, or that fewer than might be expected apply;
 - b) are not recruited or appointed at all, or are appointed in a significantly lower proportion than their rate of application;
 - c) are under-represented in the work force as a whole, in paid or voluntary employment, on the Management Committee or in training.
4. If evidence is found which suggests that the Equal Opportunities policy is ineffective, an investigation will be carried out and appropriate remedial action taken.
5. The Quality & Personnel Sub Committee is responsible for ensuring that data is collected and analysed, and for submitting reports to the Management Committee.

**Throughout this code of practice 'applicants for work' is used to describe people who apply for advertised work or for voluntary work at Vision 21 Cyfle Cymru. It does not include people who submit unsolicited speculative applications for paid employment.*